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"To enrich lives through effective and caring service"

August 25, 2011

To: Audit Committee

From: Tom Tindall
Director

Subject: **REVIEW OF BOARD POLICY NO. 5.130 – CONTRACTING WITH
MINORITY/WOMEN/DISADVANTAGED/DISABLED VETERAN OWNED
FIRMS**

On July 1, 2011, the Internal Services Department (ISD) assumed responsibility for, and completed its review of the above referenced Board Policy, which was previously assigned to the Office of Affirmative Action Compliance (OAAC). Although this policy does not sunset until 2013, our review was necessitated by a change in the responsible department.

Based on our review, we are recommending the following revisions which are to: (1) revise the title to reflect the program name adopted by the Board on November 15, 1994; (2) revise the narrative in the "Purpose" section that describes the types of businesses applicable to the program name; (3) revise the responsible department from OAAC to ISD; and to (4) change the sunset date from April 29, 2013 to April 29, 2014.

Attached is a red-line version of the policy, as requested by the Executive Office.

If you have any questions regarding this request, please contact Joe Sandoval at (323) 267-2109 or at jsandoval@isd.lacounty.gov.

Attachment



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.130	Contracting With Minority/Women/Disadvantaged/Disabled-Veteran-Owned <u>Community Business Enterprise</u> Firms	07/19/94

(See also [5.010](#))

PURPOSE

Standardizes information, related to departments' efforts ensure that ~~minority and women-owned businesses~~ Community Business Enterprise (CBE) firms are given an opportunity to fully participate in County contracts, that departments must disclose in future Board motions letters regarding procurement of services.

For the purpose of this policy, CBE firms include minority and women-owned businesses, and disadvantaged/disabled veteran-owned businesses.

REFERENCE

March 26, 1991 [Board Order 71](#)

April 9, 1991 [Board Order 50](#)

April 16, 1991 Chief Administrative Office memo to all Department Heads, "[Contracting With Minority/Women-Owned Firms.](#)"

November 15, 1994 [Board Order 47](#)

POLICY

Effective with the Board agenda of May 14, 1991, Departments are instructed to provide the following information via an attachment on all contracts for services submitted for

Board approval:

- The process used to identify minority vendors/women/disadvantaged/disabled-veterans vendors;
- Minority/women/disadvantaged/disabled-veterans participation (i.e., partners, associate partners, staff, etc.) and percentage of minority/women/disadvantaged /or disabled veterans ownership in each firm;
- A comparison of minority/women/disadvantaged/disabled-veterans participation of competing vendors; and
- Stipulation that, on final analysis and consideration of award, vendor was selected without regard to race, creed or color.

RESPONSIBLE DEPARTMENT

Office of Affirmative Action Compliance

Internal Services Department (ISD)

DATE ISSUED/SUNSET DATE

Issue Date: April 16, 1991

Review Date: March 20, 2003

Review Date: December 18, 2003

Review Date: April 29, 2008

Sunset Review Date: April 16, 2003

Sunset Review Date: November 15, 2003

Sunset Review Date: November 15, 2007

Sunset Review Date: April 29, 2013⁴